

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: MAY 1, 2008

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	BENTLEY	WILLIAM RESSE, DIRECTOR OF EMPLOYMENT & TRAINING
	GIRARD	ADMINISTRATION
	STEC	SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &
	SIMMES	TRAINING ADMINISTRATION
	TAYLOR	CANDACE KELLY, DIRECTOR OF OFFICE FOR THE AGING
		CHRISTY SABO, FISCAL MANAGER, OFA

COMMITTEE MEMBERS ABSENT:

SUPERVISORS	VANNESS	FREDERICK MONROE, CHAIRMAN
	SOKOL	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND
		FISCAL SERVICES
		JOAN SADY, CLERK OF THE BOARD
		KEVIN GERAGHTY, BUDGET OFFICER
		SUPERVISOR KENNY
		SUPERVISOR STRAINER
		CHARLENE DiRESTA, LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Human Services Committee to order at 9:36 a.m.

Motion was made by Mrs. Simmes, seconded by Mr. Girard and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Candace Kelly, Director of Office for the Aging (OFA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Kelly requested authorization to submit a grant application to obtain HIICAP (Health Insurance Information Counseling and Assistance Program) grant funding, effective April 1, 2008 and terminating March 31, 2009, for an amount yet to be determined. She said that she was also requesting to extend the existing contract with Greater Glens Falls Senior Citizens Center, Inc. to provide assistance with the HIICAP Program, commencing April 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$6,500. She added that in addition she was requesting to extend the existing contract with Golden Lane Associates to provide assistance with the HIICAP Program, commencing April 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$10,000.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to authorize the submission of a grant application to obtain HIICAP grant funding and extend the existing contracts with Greater Glens Falls Senior Citizens Center, Inc. and Golden Lane Associates, as outlined above. *Copies of the resolution requests are on file with the minutes and the necessary resolutions were authorized for the May 16, 2008 Board meeting.*

Mrs. Kelly requested authorization to submit a grant application to obtain LTCIEOP (Long Term Care Insurance Education and Outreach Program) grant funding, effective April 1, 2008 and terminating March 31, 2009, in the amount of \$49,000. She said that she was also requesting to extend the existing contract with Golden Lane Associates to provide assistance with the LTCIEOP Program, commencing April 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$49,000.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to authorize the submission of a grant application to obtain LTCIEOP grant funding and extend the existing contract with Golden Lane Associates, as outlined above. *Copies of the resolution requests are on file with the minutes and the necessary resolutions were authorized for the May 16, 2008 Board meeting.*

Mrs. Kelly requested authorization to open a charge account at Hannaford to purchase food supplies for the mealsite. She noted that they have had the charge account for some time; however, she added, they were now required to have a resolution that authorized the charge account.

Motion was made by Mrs. Simmes, seconded by Mr. Girard and carried unanimously to authorize the Office for the Aging to open a charge account at Hannaford. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the May 16, 2008 Board meeting.*

Mrs. Kelly requested authorization to fill the vacant position of Supervisor of Volunteers, base salary of \$22,503, Employee No. 10867, due to resignation. She noted that the current Supervisor of Volunteers had resigned to move to Clifton Park, New York. She added that they had already hired someone in order to have them receive training from the employee that was resigning. Mr. Taylor asked if there was a difference in salary and Mrs. Kelly replied that the salary would be slightly less because it would not include longevity.

Motion was made by Mrs. Simmes, seconded by Mr. Girard and carried unanimously to approve the request to fill the vacant position of Supervisor of Volunteers, base salary \$22,503, Employee No. 10867, due to resignation and to

forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Mrs. Kelly requested a contract with Fort Hudson Health Systems to provide level one and level two home care services under the EISEP (Expanded In-Home Services for the Elderly Program) Program, commencing May 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$7,500. She added that Fort Hudson Health Services had only recently become certified to provide this type of care.

Motion was made by Mr. Taylor, seconded by Mrs. Simmes and carried unanimously to authorize a contract with Fort Hudson Home Care, Inc., as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 16, 2008 Board meeting.*

Mrs. Kelly requested a contract with Catherine Keating-Stauch, RD to provide registered dietician services, commencing May 1, 2008 and terminating April 30, 2009, for a total amount not to exceed \$18,720. She added that Ms. Keating-Stauch would be the registered dietician for Warren County and added that last month the Committee had authorized the contract with the registered dietician for Hamilton County. She explained that the two counties would have separate contracts which would save approximately \$7,500 in mileage reimbursement and travel time.

Motion was made by Mr. Girard, seconded by Mrs. Simmes and carried unanimously to authorize a contract with Catherine Keating-Stauch, RD, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 16, 2008 Board meeting.*

Mrs. Kelly requested authorization for her to attend the Aging Concerns Unite Us Conference on June 17-18, 2008 at The Desmond Hotel and Conference Center in Albany, New York, using a County vehicle. She added that she was also requesting authorization to attend the 2008 Leadership Institute on October 21-23, 2008 at the Genesee Grand Hotel in Syracuse, New York, using a County vehicle. She noted that these were the only two conferences that she attended each year.

Motion was made by Mrs. Simmes, seconded by Mr. Taylor and carried unanimously to authorize Candace Kelly to attend both the Aging Concerns Unite Us Conference and the 2008 Leadership Institute, as outlined above. *Copies of the Authorizations to Attend Meeting or Conference are on file with the minutes.*

Mrs. Kelly requested authorization to host a mandated mealsite staff training

meeting at an estimated cost of \$105 for coffee and danish. She added that it was mandatory to hold this training twice a year and it would be held in the CNA Building. She stated that Kevin Geraghty, Budget Officer, would attend to speak to the staff.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to authorize the OFA to host a mandated mealsite staff meeting. *A copy of the Request to Host Meeting or Conference is on file with the minutes.*

Mrs. Kelly apprised that a Budget Performance Report through March 31, 2008 had been included in the agenda packet. She noted that one of the reasons that Mr. Geraghty would speak to the staff at the mandatory training was to inform the staff of the need to cut costs. She stated that the two registered dieticians would be reviewing the menus to determine where costs could be cut without sacrificing the quality of the meals. Christy Sabo, Fiscal Manager, stated that 33% of the budget for 2008 had been expended to date which included all of the encumbrances. She expounded that Title III-C (Nutrition Program) was the largest expense from their Budget to Warren County. She added that of the fifteen programs operated by the OFA, nine were fully funded. She said that Hamilton County paid the expenses for their own unfunded programs and added that the expenses for Hamilton County's mealsites had decreased by 20%. She said that expenses at the SNAP (Supplemental Nutrition Assistance Program) sites, which included the Fulton and Johnsbury mealsites, had decreased by 4.5% and the expenses for Warren County mealsites had increased by 5%; however, she added, Warren County mealsites had also increased the number of meals served by 11%. She noted that there had been an article in *The Post Star* that advised that the cost of food was increased by 5% annually.

Ms. Sabo advised that there had been discussions pertaining to the possibility of eliminating the evening meal at mealsites in order to cut costs. She added that they had served 56,000 evening meals last year, which were the most expensive to prepare. Mrs. Kelly interjected that they were hoping that this step would not become necessary. Ms. Sabo noted that they were reimbursed, approximately \$.50 per meal, based on the number of meals that were provided. Mrs. Simmes asked if the evening meal was a hot meal and Mrs. Kelly responded that the noon meal was a hot meal and the evening meal was not and added that they were delivered at the same time.

Mr. Geraghty apprised that the County would find other ways to decrease costs without the necessity of eliminating meals for the elderly. Mr. Bentley noted that the Towns of Chester and Horicon contributed to the OFA by paying the salary of one mealsite employee. Mr. Stec stated that the Town of Queensbury and the City of Glens Falls also paid the salary of one mealsite employee. He agreed that it was

not necessary to eliminate the evening meal in order to cut costs. Hal Payne, Commissioner of Administrative & Fiscal Services, asked if contributions had increased or decreased and Ms. Sabo replied that they had decreased by 11.9% in Hamilton County, 15.25% for SNAP and .11% in Warren County.

Discussion ensued.

Mr. Geraghty exited the meeting at 9:50 a.m.

Mrs. Kelly apprised that due to the increase in gas prices, people who had not requested mileage reimbursement in the past were now doing so. She stated that the OFA was having a problem with a particular person who was claiming trips to the doctor's office, from the Town of Hague to the City of Glens Falls several times per week. She added that the person who was transporting this individual was supposedly not a relative, although they lived on the same property. Ms. Sabo injected that the person transporting her was a step-grandson and she added that over \$6,000 in reimbursements had been claimed in the last few years. Mrs. Kelly stated that the OFA should have a written travel policy that stated that they would not reimburse a relative, house mate or neighbor for transportation to and from doctor's appointments. She noted that she had spoken with the Town Hall and had discovered that the person owned their own car. She said that due to HIPAA (Health Insurance Portability and Accountability Act) laws, they were unable to verify if the person was actually transported to the doctor's office on these dates. She suggested that the policy should also include a limit on the amount of reimbursement that would be allowed per month. Ms. Sabo apprised that most organizations had limits and added that the Cancer Society only paid 14 cents per mile whereas the OFA reimbursed at the IRS (Internal Revenue Service) rate of 50.5 cents per mile. Mr. Bentley stated that if someone had their own vehicle and they were capable of transporting themselves, they should not be allowed reimbursement from the OFA. Mr. Girard suggested that the OFA draft a travel policy for the Committee to review.

Discussion ensued.

Mrs. Kelly apprised that the Volunteer Picnic would be held on June 19, 2008 at the Knights of Columbus. She asked that any Supervisors that were available that day to please attend to assist with the cooking and she added that Mr. Bentley had assisted last year. She stated that the Annual Senior Luncheon would be held on May 15, 2008 at the Fort William Henry at 12:00 p.m. and added that they would be honoring seniors from the Towns of Lake Luzerne and Lake George.

Mrs. Kelly and Ms. Sabo exited the meeting and Mr. Strainer entered the meeting at 10:00 a.m.

Privilege of the floor was extended to William Resse, Director of Employment & Training Administration (ETA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Resse distributed an Employment & Training information folder to the Committee members; a copy of which is on file with the minutes. He stated that the ETA was 100% Federally funded.

Mr. Resse requested authorization for Sharon Sano, Senior Counselor of ETA, and him to attend the 2008 Workforce New York Spring Conference on June 10-12, 2008 at the Desmond Hotel and Conference Center in Albany, New York, using a County Vehicle. He added that the registration cost for the conference was \$390 per person.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to authorize Sharon Sano and William Resse to attend the conference, as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mr. Resse requested authorization to host an awards ceremony for youth workers of the Summer Employment Program on August 21, 2008. He said that the ceremony would be held to award the good work of the youths and efforts of the volunteer worksite supervisors. He added that they had estimated a cost of \$100 for food and \$70 for trophies. He noted that all of the youths were recognized for their work and a few received trophies for outstanding achievement.

Motion was made by Mrs. Simmes, seconded by Mr. Taylor and carried unanimously to authorize the ETA to host an awards ceremony for youth workers of the Summer Employment Program, as outlined above. *A copy of the Request to Host Meeting or Conference is on file with the minutes.*

Mr. Resse requested authorization for the Chairman of the Board to sign a plan modification with the New York State Department of Labor (NYS DOL) for the Saratoga-Warren-Washington (SWW) workforce area. He said that the current plan which gave an overview of how they operated, expired on June 30, 2008 and the modification would extend the plan for an additional year. He said that the document contained general information such as checklists and copies of the operating guidelines and bylaws. He noted that he had copies of the document for those Supervisors who would like one. Mr. Girard asked if the document referenced the decrease in funding for the One Stop Centers. Mr. Resse responded that the funds that were provided were calculated by formula and added that the State had set up initiatives to try to make the One Stop Centers more efficient. He stated that the State had asked each of the Workforce Investment Boards (WIB)

to look at the cost of operations to increase the level of efficiencies. Mr. Girard asked if the answer to the State's request to streamline operations was included in the document and Mr. Resse replied affirmatively.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to authorize the Chairman of the Board to sign the plan modification with the NYS DOL for the Saratoga-Warren-Washington workforce area. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the May 16, 2008 Board meeting.*

Mr. Resse requested a resolution that would approve the WIB budget for policy year 2008-2009; authorize a Memorandum of Understanding (MOU) between Warren, Washington and Saratoga Counties; and authorize Saratoga County as the lead agency to contract for WIB staffing services, commencing July 1, 2008 and terminating June 30, 2009. He noted that this resolution was renewed on a yearly basis.

Mr. Resse noted that the three-county WIB was equal partners with each county as far as how they were operated. He said that a WIB had mandated staff and a budget which needed approval. He stated that the MOU was required to detail how the WIB would work together. He explained that the SWW WIB budget had been included in the agenda packet and added that the column that was labeled 'MOU 9' was the proposed budget for July 1, 2008 through June 30, 2009. He said that the budget was approximately 5% more than it had been last year and added that was attributed to a 3% salary increase for employees and an increase in benefits. He apprised that the budget for the WIB was \$87,797 and stated that they never expended their full budget and offset the total costs at the end of the year with any grant funds that were received.

Mr. Kenny entered the meeting at 10:12 a.m.

Motion was made by Mr. Girard, seconded by Mrs. Simmes and carried unanimously to approve the WIB budget for policy year 2008-2009; authorize a (MOU) between Warren, Washington and Saratoga Counties; and authorize Saratoga County as the lead agency to contract for WIB staffing services, commencing July 1, 2008 and terminating June 30, 2009. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the May 16, 2008 Board meeting.*

Mr. Resse requested a transfer of funds in the amount of \$47,238 from the WIA DW-Training-Client Code (40 6293.0305 433), with \$20,000 allocated to the WIA Adult Salaries-Regular Code (40 6293.0300 110) and \$27,238 allocated to the Adult Training-Client Code (40 6293.0300 433). He added that he was merely

transferring funds from one funding stream to a funding stream that was more broad.

Motion was made by Mr. Taylor, seconded by Mrs. Simmes and carried unanimously to approve the request for a transfer of funds, as outlined above, and to refer the same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Mr. Resse stated that the ETA operated on a fiscal year that ran from July 1st to June 30th. He said that the funds that were available each year were determined using a formula and added that they were allowed to carryover funds from one year to another. He apprised that funds were also received from miscellaneous State grant sources. He apprised that the 2008-2009 funding for the three-county area had been decreased by 16% over last year. He added that the amount of funds that would be carried over to next year was yet to be determined.

Mr. Resse stated that the Federal government had enacted recisions of funds, as well as across the board reductions. He added that the impact on Warren County would be approximately \$30,000. He apprised that the State would make additional funding available to try to offset some of the loss from the Federal cuts. He said that he did not anticipate any changes to the staff would be necessary for next year. He predicted that the ETA would have a decrease in the amount of funds that would be carried over next year.

Mr. Resse explained that there was a pending item that pertained to a Policy for staff supervision and oversight of the One Stop Centers. He said that he had conversations with the staff on this matter and had recently sent out the tentative policy in writing to the staff members, requesting any feedback they might have. He added that the next step would be to have the proposed policy reviewed by the Director of Human Resources and the County Attorney, followed by the union.

Mr. Resse expounded that they would be submitting an application for Workforce Investment Act (WIA) Youth funds as they had for the past several years. Ms. Sano stated that the decrease in funding had a major effect on the youth programs. She added that in 1991 they had 145 youths under JTPA (Job Training Partnership Act), which later became WIA, and last year they had 3 youths. She noted that the ETA was doing the best job possible with the available funding. She said that the ETA operated a GED (General Education Degree) program and added that Assets Coming Together (ACT) was a youth program from Warren and Washington Counties that promoted social change. She noted that the ETA was very proud of their youth programs and stated that they would hold a picnic on August 21, 2008 and invited Committee members to attend. Mr. Reese stated that Operation Food Chain would be operated this summer. He added that the youths were taught to

work as a catering service and provided free lunches for children at the playgrounds in the City of Glens Falls. Mr. Resse stated that the primary goal of the summer youth program was to teach the youths to be good employees.

Mr. Resse noted that the NYSAC (New York State Association of Counties) had a meeting at Adirondack Community College (ACC) last week in conjunction with the Workforce Intelligence Project. He said that a fact sheet on the project was included in the agenda packet for the Committee's review. He expounded that the project was a joint effort of the Department of Labor and NYSAC with goals that included identifying workforce related data and developing new data to try to help impact the economic well being of individual counties. He added that this was a pilot program.

Mr. Resse stated that there had been a few job fairs in March and April. One of which had been the Job Discovery held at ACC, he continued, which had been attended by over 1,900 people with 70 exhibitors. He added that there had also been a job fair in the Town of Lake George that had been operated in conjunction with the New York State Department of Labor. There had been 10 employers, he continued, and over 200 people had attended.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Girard and seconded by Mr. Taylor, Mr. Bentley adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist